Research Analyst

Job Code	Job Title	Pay Grade
2013C1	Research Analyst I	20
2014C1	Research Analyst II	23
2015C1	Research Analyst III	25
2016C1	Research Analyst IV	28
2017C1	Research Analyst V	30

CONCEPT:
Work involves compiling, analyzing, interpreting, and/or reporting statistical, economic, program or administrative data either directly or by administering the research program.

TASKS:

- Receives, reviews and compiles statistical data; compiles and edits data for accuracy and completeness.
- Prepares questionnaires and other forms for use in gathering and reporting data; applies statistical procedures and tabulations in analysis of data collected.
- Prepares and/or proofs reports in preparation for publication or dissemination.
- Analyzes and interprets data, using statistical research programs or other methods, and makes projections based on statistical inference.
- Designs analytic and assessment tools which incorporate suitable statistical tests.
- Interprets data and the statistical analysis
- Researches and verifies accuracy of discrepant data
- Utilizes multiple computer programs to corroborate the data and prepare the final report/product.
- Forecasts and tracks trends.
- May oversee staff performing sections of a research project/program.
- Plans, organizes, and direct the procedures, methodology and/or phases of a research program.
- May recommend policy and procedural changes
- Extracts requested data from appropriate databases. May perform statistical analysis on the requested data.

LEVELS OF WORK
- Class Group consists of five classes.

Research Analyst I: This is specialized, technical work in compiling, analyzing, interpreting and reporting assigned statistical, economic, program or administrative data. Work involves performing limited research work and assisting higher-level staff in performing a complex research activity.
Minimum Requirements: Six months of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Research Analyst II: Work involves responsibility for a full range of research functions. Work includes planning, designing, implementing, monitoring and evaluating activities, procedures and projects in order to ensure accurate results; developing, and/or modifying forms, worksheets, or questionnaires as necessary to facilitate the collection, recording, analysis and/or computation of data, and designing and implementing management information systems/computer systems including the development of inputs and outputs. Work may also include preparing and maintaining specialized charts, graphs, records, narrative reports, bulletins, or news releases.
Minimum Requirements: One year of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Research Analyst III: Incumbents perform more difficult and complex research functions to plan, organize and direct research procedures, methodology and/or phases of a research program. Work includes developing procedures and methodology to be used in gathering, analyzing, and reporting data; determining sources for obtaining data and designing questionnaires; interpreting data, recommending and formulating administrative and research policies and correlates program policies and practices with federal and state requirements. Work also includes directing and participating in complex and extensive research studies; preparing or coordinating the preparation and maintenance of necessary records and reports.
Minimum Requirements: Two years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Research Analyst IV: This is specialized, professional work in planning and directing a research program which is moderate in scope, or conducting quantitative and qualitative analyses of highly complex administrative or management systems. Work involves compiling, analyzing and reporting statistical, economic, program, or administrative data for the purpose of developing policy options. Work may also include: constructing research models using advanced mathematical and computer techniques to test various policy alternatives before final determinations are made; developing formula and specifications for computer analysis programs, directing the collection of data required to evaluate programs processes; assisting in designing evaluation research by providing major conceptual input; preparing written reports of analyses and recommendations, and testifying before legislative committees regarding findings on the fiscal impact of proposed legislation.
Minimum Requirements: Three years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Research Analyst V: This level is managerial work in planning, organizing and directing a comprehensive research program which includes gathering, analyzing and reporting statistical, economic, program or administrative data. Work includes supervising lower-level staff in research activities, providing supervision directly or through subordinate administrators and supervisors, formulating administrative and research policies and correlating program policies and practices with state and federal requirements.   Incumbent directs complex and extensive research studies, reviews reports and makes recommendations for action by agency officials.
Minimum Requirements: Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13